

RECYCLING REPORTING FORM (REGULAR VERSION) FOR STATE AGENCIES

WHAT IS THIS FORM?

This is the recycling reporting form prescribed by the Commissioner of Environmental Protection to be completed by state agencies as required by CGS Section 4b-15(b); the form is composed of 3 parts:



Parts #1 and #2 are to be used to record quantities recycled from each facility and to provide a brief description of the recycling program.

Part #3 is a certification that the data reported is correct.

WHO MUST FILL OUT THIS FORM?

Pursuant to Section 4b-15(b) of the CGS, each state agency having care, control, and supervision of state property must complete this form. A separate form needs to be completed for each facility under the agency’s care, control or supervision. **Completed forms are to be sent directly to the DEP Recycling Program, 79 Elm Street – 4th Floor, Hartford, CT 06106-5127, Attn.: Paula Guerrero. A copy of the completed form must also be submitted to the Joint Legislative Committee on the Environment (Rm 3200, Legislative Office Building, Hartford, CT 06106).**

HOW OFTEN MUST THIS FORM BE COMPLETED?

The report must be completed and submitted annually to the DEP and to the Joint Legislative Committee on the Environment. The annual report is to cover the period from July 1 through June 30 and must be received by DEP and the Committee on the Environment no later than October 1.

HOW TO COMPLETE THIS FORM

STATE AGENCIES RECYCLING REPORTING FORM “REGULAR VERSION”

Part #1: This section shall be used to report the QUANTITIES RECYCLED FROM EACH FACILITY. (If the actual weight of the recyclables cannot be determined for a particular facility then you may complete STATE AGENCIES RECYCLING REPORTING FORM - ALTERNATIVE VERSION for that facility. **Only complete one form for each facility.**)

The first column of the table lists types of recyclable items. Exact definitions are provided at the end of these instructions. In the second column, list the name **and location** of the facility that received the item for processing or recycling (Please list **only the processing or recycling facility** which receives the item; **do not list the hauler**). In the third column, record the total amount by weight of each type of recyclable item sent to each recycling facility during the reporting period (July through June).

Clarifications should be written in the comments column. Do not forget to indicate: (1) which types of container are included with the commingled containers and, (2) if mixed paper is recycled, the types of paper included in the mix.

Motor Vehicle Batteries: (Such as those used in cars, trucks, boats, etc.) Most of these lead acid storage batteries will be collected through the deposit/redemption system by retailers. DEP encourages the use of this system for storage battery recycling. If you rely solely on this system, write "Collected by retailers" in the comments column and leave the tonnage boxes blank.

Incoming Leaves: Quantities of "incoming leaves" means the amount of leaves before composting and are to be recorded in tons. If you only have measurements in cubic yards, use the following conversion formula: 1 cubic yard = 500 pounds [1/4 ton] for averagely wet and averagely compacted leaves. Under the "Receiving facility" column, write the name and location of the facility that composts your leaves. If they are composted on-site, write “on-site composting”.

Other: List any other items that were sent to recycling facilities during this reporting period and complete the chart for these items as well. Any items that are eventually incinerated or landfilled and not actually reutilized are not to be recorded (e.g., tires, wood chips).

Part #2: This section is to be used to provide a brief description of the recycling program implemented at the reporting facility. The description should not be longer than one page and should include (but not be limited to) a description of the collection and storage system; the date the recycling program was implemented; a description of efforts to educate employees and custodial staff about recycling requirements; estimated employee participation rate; a listing of problems encountered and a description of how those problems were solved; and a description (if applicable) of waste management practices for food waste, leaves, grass clippings, fluorescent lamps, electronics, printer cartridges, etc.

Part #3: This section of the form is to certify that the data provided on the forms are accurate.

DEFINITIONS	
CORRUGATED	Corrugated boxes and similar corrugated and kraft paper materials which have a minimum of contamination by food or other material.
COMMINGLED CONTAINERS	Glass and/or metal and/or plastic containers that are mixed together. [Specify which types of containers are included in the mix as you report the quantities.]
GRASS CLIPPINGS	Grass clippings are banned from disposal in CT. Leaving grass clippings on the lawn is the preferred waste management practice for grass clippings.
HIGH GRADE OFFICE PAPER	Used or discarded high-grade white paper, including, but not limited to paper utilized for writing, typing, printing, computer printing, and photocopying , which is suitable for recycling and which has a minimum of contamination.
LEAVES	The foliage of trees.
MIXED PAPER	A mixture of various types and qualities of paper. (Specify which types of paper are included in the mix as you report the quantities. For example: discarded mail, magazines, and catalogues might one type of paper mix; old newspaper and old corrugated cardboard might be another; etc.)
NEWSPAPERS	Used or discarded newsprint which has a minimum of contamination by food or other material.
Ni-Cd BATTERIES	Nickel cadmium rechargeable batteries
RECYCLING FACILITY	Land and appurtenances thereon and structures where recycling is conducted , including but not limited to, an intermediate processing center.
SCRAP METAL	Used or discarded items which consist predominantly of ferrous metals, aluminum, brass, copper, lead, chromium, tin, nickel or alloys thereof, including, but not limited to, white goods (such old refrigerators, stoves, etc.)
MOTOR VEHICLE BATTERIES	Lead acid storage or other batteries used in motor vehicles such as automobiles, airplanes, boats, recreational vehicles, tractors and like applications.
WASTE OIL	Crankcase oil that has been utilized in internal combustion engines

STATE AGENCIES – RECYCLING REPORTING FORM

"REGULAR VERSION"

PART #1: QUANTITIES RECYCLED (If you cannot track the actual weight of materials recycled you may complete the "STATE AGENCIES RECYCLING FORM ALTERNATIVE VERSION".)

Name & Location of Facility:_____

Type of Facility: _____; # of Employees:_____; # Resident Clients/Students:____

State Agency Charged with Care, Control, and Supervision_____

QUANTITIES RECYCLED - JULY 1, _____ THROUGH JUNE 30, _____			
RECYCLABLE ITEMS	FACILITIES TO WHICH YOUR RECYCLABLES WERE DELIVERED (Recycling Facilities or Processors Only - Do Not List Your Hauler's Name)	TOTAL QUANTITIES DELIVERED	COMMENTS
Commingled Containers* (tons)			Containers included: 1) 2) 3)
Corrugated* (tons)			
Newspaper* (tons)			
High Grade Office Paper* (tons)			
Mixed Paper (tons)			Paper Types Included: 1) 2) 3)
Motor Vehicle Batteries* (tons)			
Scrap Metal* (tons)			
Leaves* (tons)			
Waste Oil* (gallons)			
Ni-Cd Batteries*			
Grass Clippings*	Preferred method is to leave grass clippings on the lawn		
Other (tons), specify:			

STATE AGENCIES - PART #2: PROGRAM DESCRIPTION Please attach a **brief** (one page or less) description of the recycling program implemented in this facility – Also include information on recycling of other materials i.e. fluorescent bulbs, electronics, printer cartridges, etc.

STATE AGENCIES - PART #3: CERTIFICATION OF DATA REPORTED

Please certify that the data and information contained in this form are correct.

I certify that all of the information reported on all parts of this state agency recycling reporting form is correct to the best of my knowledge.

Signature of Report Preparer:_____ Date:_____

Title & Phone Number of Report Preparer: Title _____ Phone # _____

Printed Name of Report Preparer:_____

*Items Required to be Recycled